

Guidelines

Education & Access
Creating & Presenting
PASS Program

Deadline: Wednesday, October 15, 2003

Received by 5:00 PM



Cambridge Arts Council
51 Inman Street, 1st Floor
Cambridge, MA 02139
www.cambridgeartscouncil.org
(617) 349-4380



CAC Grant Program Updates for FY04

- Grant recipients from past years who have failed to complete the grant requirements will be ineligible to apply for a new grant for a period of two years.
- Application forms have been revised for FY04. Make sure you are using the current version ("Revised 9/03" appears in the upper left.) Applications can be acquired **on-line**:
 ~ CAC website <www.cambridgeartscouncil.org> under Community Arts or
 ~ MCC's website for ***Creating & Presenting*** and ***Education & Access***
 <www.massculturalcouncil.org/applications/lccapp.html>
 For ***PASS*** applications <www.massculturalcouncil.org/applications/passapp.html>
- Applicants must be **based in Cambridge** (resident, place of business or partnered with a Cambridge organization). Project must serve Cambridge residents.
- There is a limit of **one application** per applicant in the ***Education & Access*** and ***Creating & Presenting*** categories.
- If reviewers have questions about your application, they may call you for additional information.
- **Check our Arts Resource List** for local performance and exhibition venues, local arts funders and web resources. You can access this information at the CAC website at www.cambridgeartscouncil.org or call the Arts Council at (617) 349-4380.

FY04 Timeline

September 2003	Guidelines available
September 15, 2003 Cambridge Citywide Senior Center 806 Massachusetts Avenue, Cambridge	CAC Open Meeting 6:00–8:00 pm Question & Answer, feedback
September 29, 2003 Cambridge Citywide Senior Center 806 Massachusetts Avenue, Cambridge	CAC Grant Writing Workshop 6:00–8:00 pm Bring first draft of proposal – RSVP
Wednesday, October 15, 2003	Deadline ~ <i>All applications must be received by 5:00 pm</i>
November 2003	Panels convene to review applications
January 2004	Applicants notified
March 2004	Sixth Annual Grant Awards Celebration
January 2004 – June 30, 2005	Projects take place

Cambridge Arts Council Grant Program

About the Cambridge Arts Council

The Cambridge Arts Council (CAC) was established by the City of Cambridge in 1974 with the mandate to make the arts an integral part of life in Cambridge. This mission takes many forms including the Public Art Program, an exhibition space, the Grant Program, and a range of community events including the annual *Cambridge River Festival* and *Summer in the City*, and administration of the Street Performer Ordinance.

About the Grant Program

Since 1999, the Grant Program has received substantial funding from the City of Cambridge. As Cambridge's local cultural council, the CAC also receives an annual allocation from the Massachusetts Cultural Council (MCC) to provide grants.

The goal of the Grant Program is to promote and maintain a vital role for the arts in the lives of Cambridge citizens within all of the City's thirteen neighborhoods. Applicants are encouraged to design projects that meet the needs of a specific population (school children, residents of a particular neighborhood, a specific ethnic group, seniors, teens, low-income populations, etc.).

The CAC is committed to funding a diverse range of cultural activities. CAC supports:

- projects from individuals and from organizations.
- projects in all art forms.
- projects which target specific populations – such as youth, elders, or residents of a specific neighborhood.
- collaborative projects which bring together artists and other types of organizations.
- large and small projects.
- experimental projects that take the arts to non-traditional settings.

Through three funding categories, the Grant Program will support creative, innovative programs that:

- demonstrate outstanding artistic quality.
- show strong support from the intended audience and collaborators.
- demonstrate comprehensive planning.
- show strong evidence of a marketing or public relations plan.
- are publicly accessible.
- promote meaningful interaction between the artist population and other members of the Cambridge community.

Eligibility

All projects must be based in Cambridge and demonstrate a tangible benefit to Cambridge citizens. Individual artists, artist groups, arts organizations, community organizations, and municipal agencies are all eligible to apply for Grant Program funds. Applicants are **not** required to have a non-profit 501(c)(3) status to submit a proposal – as long as no profit will be made from the activity.

All projects must be completed within the 18 month funding cycle. Recipients who fail to complete their project or submit the required final report and receipts will have their final payment withheld and may be required to reimburse CAC. Grant recipients from past years who have failed to complete the grant requirements will be ineligible to apply for a new grant for a period of two years.

CAC Grant Program funds are not intended to replace or supplement existing public funds for programs in the arts, or to be used as the sole source of funding for projects. Grants cannot be used for expenditures such as standard extracurricular activities (e.g. school plays, musicals, bands, or newspapers), arts supplies, library books, or salaries for teachers or librarians.

Historically CAC has received 85 – 100 applications annually and funded approximately 30%, with grants ranging between \$500 and \$5500. Variable funding can affect these past trends.

Matching Requirements

Creating & Presenting and *Education & Access* projects must demonstrate an equal match by other funding source(s) in order to receive funding (i.e. your request must make up no more than 50% of the total project budget). In-kind (i.e. donated) services, materials, and use of facilities can be counted towards this match, based on the "fair market value."

Repeat Funding

In order to ensure broad distribution of funds and encourage new applicants, applicants may not receive funding more than two years in a row for the same project. Applicants who receive funding for two consecutive years for a project must wait one grant cycle before applying again for that project. However, please note that the CAC encourages multi-year projects that involve distinct phases (e.g. research and development, planning, implementation).

Access Policy

Cambridge is one of the most diverse cities in Massachusetts. According to census figures from 1990 and 2000, a total of 25.9 percent of Cambridge residents are foreign-born. In some of the City's neighborhoods as many as 40 percent of the residents were born in another country, with over 52 percent speaking a language other than English. The population of Cambridge is 68 percent white, 12 percent black, 12 percent Asian, and 7 percent Hispanic. Median family incomes range from \$26,836 in Area IV to \$73,300 in Neighborhood 10. **Therefore, all proposed projects must actively seek the participation of the economically and culturally diverse populations of Cambridge.**

All organizations offering public programs and services through the Grant Program must make reasonable accommodations to insure that people with disabilities have equal physical and communications access, as defined by federal law. Technical assistance is available through the Cambridge Commission for Persons with Disabilities [(617) 349-4692 or (617) 492-0235 tty/TDD].

Review Process

Applications are reviewed by Cambridge residents and arts professionals representing various neighborhoods and backgrounds.

Three separate groups are convened for each of the following discipline areas: *Visual Arts & Film/Video*; *Theater & Literature*; and *Music & Dance*. Each panel is composed of individuals with expertise in the disciplines being reviewed, as well as in related fields such as arts administration and arts education.

Panelists evaluate applications and supplemental materials using the review criteria printed in these guidelines (see pages 6–7). After careful review and discussion, panelists rate each application. Panelists then determine which applicants are recommended for funding. In making final recommendations, CAC staff is guided by panel recommendations, neighborhood distribution, and available resources. The final recommendations are then reviewed and approved by the CAC Advisory Board.

Conflict of Interest

The CAC observes the MCC's Conflict of Interest policy regarding review panels:

To ensure that all review panels are free from conflicts of interest, panelists are required to disclose any current or prospective affiliations they or their immediate family members have with an actual or potential applicant. "Affiliations" applies to employment, board memberships, independent contractual relationships, advisory or policy relationships, substantial contributor relationships, or other financial relationships. In addition, panelists are required to disclose any past or current adversarial relationships with actual or potential applicants.

Panelists are not permitted to participate in discussions relating to applicants with whom they have an affiliation or relationship.

Reconsideration

Applicants not recommended for funding may request reconsideration of a decision on his/her application if the applicant can demonstrate that the CAC failed to follow published application and review procedures. Such requests must be submitted in writing to Jason Weeks, Executive Director, within fifteen (15) days of notification. No reconsideration may be requested due to the amount awarded or on a judgement based on artistic quality.

Proposal Submissions

All applications must be received by the 5:00pm deadline on October 15th. No late submissions will be considered.

Be sure to fill out and include the cover page (pages 13 & 14) with your application.

Do not staple materials, use paper clips.

Do not submit materials in a binder or folder. Applications are duplicated for the review panels and cover materials will be discarded, so save your money.

Grant Categories and Criteria

Creating & Presenting

Creating & Presenting grants support the development and presentation of cyber arts, dance, film/video, folk and traditional arts, literature, music, multidisciplinary arts, theater, and visual arts. Projects must involve a public presentation in Cambridge (e.g. performance, exhibition, publication, screening, reading, symposium, festival, or workshop/demonstration).

Projects may include but are not limited to:

- Production and presentation of a specific dance, theater, film, video, music, or literary piece at a school, library or performance space.
- Planning and/or creation of public art.
- Creation of an exhibition on a particular theme or body of work.
- Planning and implementation of a festival, open studio event or concert series.

Review Criteria

Applications will be reviewed according to the following criteria:

• Artistic excellence.	60%
• Clarity and feasibility of budget, timeline, and evaluation plans.	20%
• Potential to involve an economically and culturally diverse population.	10%
• Significance of the project to the community it serves.	10%

Education & Access

Education & Access grants promote in-depth understanding of and participation in the arts among Cambridge communities. Grants will also support projects that increase the quality and level of participation of populations with limited access to the arts. *Projects that bring art into non-traditional, community settings are especially encouraged.* Projects may involve education or participation in specific art forms, or use the arts to explore relevant non-arts areas, such as civic, cultural, or environmental issues.

Projects may include but are not limited to:

- Workshops, classes, or demonstrations.
- Artist/Performer residencies.
- Planning and creation of public art projects.
- Planning and implementation of a festival, open studio event or concert series.

Artists interested in working in the Cambridge Public Schools need the support of a specific school for their proposal to be considered. For more information, contact:

Visual Arts	Lynne LaValley	(617) 349-6530
Music	Jean TePaske	(617) 349-6786
Theater & Dance	Judith Contrucci	(617) 349-6788

Review Criteria

Applications will be reviewed according to the following criteria:

• Quality and creativity of the project's design.	40%
• Qualifications of key personnel.	15%
• Potential to involve a culturally and economically diverse population.	15%
• Clarity and feasibility of budget, timeline, publicity, and evaluation plans.	15%
• Community support for the project.	15%

PASS Program

PASS grants subsidize tickets for Cambridge youth to attend cultural events that are listed on the PASS Roster of the Massachusetts Cultural Council's *Cultural Resources Directory*. School administrators, parent organizations (PTA/PTOs), community schools programs, neighborhood centers, social service and youth organizations are all eligible to apply. Funding is available for tickets as well as transportation to and from the event.

Admission must cost \$12.00 or less per ticket. **Performances may not take place in school during normal school hours.** However, PASS performances may take place in a school if it is after school hours and is open to the public.

PASS Instructions

1. Choose a PASS-approved site. The site or performer must be listed in the *Cultural Resources Directory*. Consult the MCC website at <http://www.massculturalcouncil.org/rosters/pass/science.html> or call MCC at 617-727-3668.
2. Contact the box office of the chosen site to reserve tickets. Instruct box office staff that you plan to apply for a PASS grant from the Cambridge Arts Council (CAC) to be eligible for a special discount rate.
3. Complete and sign the PASS Grant Application form and submit with a cover letter answering the following questions:
 - What percentage of the participants are from low-income families?
 - How is the field trip relevant to the participants?

If you are submitting more than one application, please prioritize your requests in the cover letter. Applications are due by 5:00pm on October 15, 2003.

**PASS APPLICATIONS FROM THE CAMBRIDGE PUBLIC SCHOOLS ARE COORDINATED BY
JUDITH CONTRUCCI, COORDINATOR OF DRAMATIC ARTS. CONTACT (617) 349-6788.**

Review Criteria

Applications will be reviewed according to the following criteria:

• Financial need of the participants.	50%
• Relevance of the field trip to the participants.	50%

Creating & Presenting and Education & Access

Application Instructions

Applications must be typed (with the exception of the Applicant Information and Budget sections of the application form, which may be neatly handwritten).

**Applications should be held together with paper clips, binder clips, or rubber bands.
PLEASE DO NOT USE STAPLES, PLASTIC SLEEVES, OR ANY BINDING.**

Application Form

In the space at the top of the form reading “This application is being submitted to the _____,” enter “Cambridge.”

In the space marked “Submission Date,” enter the date you completed the form.

- **Applicant Information**

Enter the applicant name or contact person. If you are an individual, enter your name under Applicant Name and also as Contact Person. In the case of collaborations, choose one organization or individual to represent the group. Please keep in mind that the applicant is responsible for disbursing grant funds.

- **Project Information**

Under “Project Description,” enter a brief title for your project (e.g. Youth Concert Series, Film Festival, Poetry Series and Publication, etc.).

Under “Amount Requested from LCC,” fill in the grant amount you are requesting for your project.

Answer questions 1 – 4 as clearly and specifically as possible. Remember that the panel may not be familiar with your project or organization, so be detailed. Use short sentences and avoid jargon.

- **Budget**

Projects must demonstrate an equal match of support from other source(s) – the CAC grant cannot exceed 50% of the total project cost. The total amount of project expenses must equal the total amount of income.

Expenses

List the cash expenses for your project, breaking them down into the most appropriate categories. Note that Grant Program funds cannot be spent on food or refreshments. Capital expenditures (e.g. to acquire, maintain, or improve facilities or equipment) are eligible for funding but must be matched by two-thirds support from other source(s) – the CAC grant can not exceed 33% of the total cost.

Income

List any cash donations towards your project under the appropriate funding sources. Under *In-Kind Services, Materials, and Facilities* (Item F), approximate the total cash value of in kind goods and services (i.e. those for which you do not need to pay). Free performance or rehearsal space, donated art supplies, volunteer labor, or pro-bono consulting work can all be considered in-kind.

Additional Required Information

- **Narrative & Timeline**

In a maximum of two pages, provide an in-depth description of your project and a detailed timeline for how the project will be carried out. Include planning and follow-up activities, project events and activities, marketing and promotion plans. Remember to address the review criteria for the grant category to which you are applying.

Permanent Public Art: Attach a letter stating the intended owner for the artwork and plans for long-term maintenance. If the applicant does not own the site where the artwork will be permanently installed, the site owner should co-sign the letter. Proposals for public artworks on City owned sites must be reviewed by the Cambridge Arts Council's Public Art Commission. For more information, contact Director of Public Art Hafthor Yngvason at 617-349-4388.

- **Budget Breakdown**

On a separate page, provide a detailed breakdown of the project expense and income information listed on the application form. List approximate "fair market" values of in-kind contributions. Clearly indicate confirmed and unconfirmed sources of income.

- **Letters of Support**

Attach letters of support from collaborating organizations. Letters should clearly state the collaborator's commitment to the project and reason for supporting it. Applicants from outside of Cambridge must have a letter of collaboration and support from a Cambridge sponsor.

- **Resumes of Key Personnel**

Resumes should reflect the applicant's qualifications as they relate to the project (e.g. if you are an artist applying for a school residency, list education experience as well as artistic qualifications).

- **Optional Printed Materials**

Organizations are encouraged to submit materials such as newsletters, brochures, annual report, etc. that demonstrate the organization's overall goals and programming. Applicants should also include publicity from past events (such as flyers, promotional and press materials). Evaluation materials from past projects are also encouraged.

Artistic Support Material Instructions

Submit **one set** of support materials that best represent the artists involved in the project. There should be a clear relationship between the support materials and the proposed project. Keep in mind that the panel will use these materials to determine artistic quality; submit the best possible reproduction of your work. **All materials should be labeled with applicant's name.**

Education & Access applicants:

Do **NOT** submit a videotape of yourself teaching. **DO** submit examples of your own artwork.

- **Visual Arts**– examples of your work – such as:
Eight 35mm duplicate slides in a clear plastic viewing sheet. Label each slide with the artist's name, the date of the work, medium, size, and an arrow indicating the top. Number each slide and provide a slide list with description.
- **Literature** – examples of your original work – such as:
 - Five to ten short poems;
 - One or two short stories;
 - A chapter or excerpts from a novel or non-fiction work;
 - A one-act play or a single act from a longer script.Please place the shortest, best, and most relevant piece first.
- **Music** – examples of your work – such as:
 - Audio cassette (ten minutes maximum), cue the audiocassette to the section you want reviewed.
 - CD, indicate the track you wish the panel to review. Indicate the applicant's involvement in the piece.
 - Score, include the title, length of selection, instrumentation, and text (if applicable).
- **Dance & Theater**– examples of your work:
½" VHS video cassette (ten minutes maximum, please cue the videocassette to the portion you would like the panel to review), or a written script. Attach an explanation of the selection, including its relevance to the project and the applicant's role in the production.
- **Film/Video**– examples of your work:
½" VHS video cassette (ten minutes maximum, please cue the videocassette to the portion you would like the panel to review). Attach an explanation of the selection, including its relevance to the project and the applicant's role in the production.
- **Folk and Traditional Arts, Multidisciplinary**
Submit one or two sets of slides / photos, videos, audiocassettes or written examples, as appropriate.
- **New Media**
Because of the unique nature of this medium, please contact Mary Ann Cicala, Community Arts Administrator, at (617) 349-4385 to discuss your support materials.

Peer Review Panel Nomination

The Cambridge Arts Council (CAC) seeks nominations for individuals to serve as panelists to review grant applications. Panelists serve as advisors to the CAC and are responsible for evaluating applications on the basis of policies and review criteria jointly established by the CAC and the Massachusetts Cultural Council (MCC). CAC is interested in identifying individuals living or working in Cambridge who are artists, educators, staff/board members/volunteers of cultural organizations, and community leaders knowledgeable in following disciplines: Dance, Film/Video, Folk & Traditional Arts, Literature, Music, Theater, Visual Arts, and Education. CAC seeks representatives from each of the City's 13 neighborhoods as well as the various ethnic groups in Cambridge.

Nominations can be made by returning this form at any time to the CAC.

Nominator's Name

Address

Telephone (Day)

E-mail Address

Please provide the information requested below for each individual nominated.

Name

Title and Name of Organization, if applicable

Address

Telephone (Day)

(Evening)

E-mail Address

Reason for Nomination (check as many as apply)	Discipline or Expertise (check as many as apply)
<input type="checkbox"/> Artist	<input type="checkbox"/> Dance
<input type="checkbox"/> Board or staff of cultural organization	<input type="checkbox"/> Education
<input type="checkbox"/> Board or staff of community organization	<input type="checkbox"/> Visual Arts
<input type="checkbox"/> K-12 education expertise	<input type="checkbox"/> Folk and traditional arts
<input type="checkbox"/> Adult education expertise	<input type="checkbox"/> Film/Video
<input type="checkbox"/> Lay person with interest in the arts	<input type="checkbox"/> Literature
<input type="checkbox"/> Ethnic diversity reflective of the Cambridge community	<input type="checkbox"/> Music
<input type="checkbox"/> Other:	<input type="checkbox"/> Theater

Optional Demographic Information (check as many as apply). CAC encourages diversity to adequately reflect the City we serve.

- | | | |
|--|---|--|
| <input type="checkbox"/> Female | <input type="checkbox"/> Male | <input type="checkbox"/> Person with Disabilities* |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> Multi-Racial |
| <input type="checkbox"/> Black, not Hispanic | <input type="checkbox"/> White, not Hispanic | <input type="checkbox"/> Hispanic |

* The Cambridge Arts Council does not discriminate on the basis of disability. The Cambridge Arts Council will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to individuals with disabilities upon request.

Place
Stamp
Here

**Grant Panelist Nomination
Cambridge Arts Council
51 Inman Street, 1st Floor
Cambridge, MA 02139**

FY04 Grant Program Application Coversheet

Please complete this form and place it on top of your application materials.

Applicant Name: _____

Category to which you are applying (check one):

☐ Creating & Presenting

☐ Education & Access

☐ PASS

Discipline

(check one)

☐ Dance

☐ Film/Video

☐ Literature

☐ Visual Arts

☐ Music

☐ Theater

☐ Folk & Traditional Arts

Checklist

(make sure the following material is included)

☐ Application Form

☐ Narrative & Timeline

☐ Budget Breakdown

☐ Letters of Support

☐ Resumes of Key Personnel

☐ Artistic Support Materials
(list on reverse)

Incomplete applications will not be considered.

Briefly describe your project in one sentence (use the space provided).

– continued on next page –

FY04 Grant Program Application Checklist

– continued from cover page –

Artistic Support Materials

List any support materials being submitted for the project. Remember to label all pages with the **Applicant Name**.

1. _____
2. _____
3. _____
4. _____

Indicate how CAC should return material. (Check One)

- ☐ Self Addressed Stamped Envelope enclosed ☐ Hold for Pick Up

How did you hear about the Grant Program? (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Direct mail | <input type="checkbox"/> CAC staff or website |
| <input type="checkbox"/> Massachusetts Cultural Council | <input type="checkbox"/> Attended grant-funded program |
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Other, please specify _____ | |